**Job Description:** SEND Assistant

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| **School:** | Discovery Logo_low res NEW RGB**The Discovery School** |
| **Salary Scale:** | **KR6** |
| **Responsible to:** | **SENCo**  |

**Main Purpose of the Post:**

The purpose of this post is for the SEND Assistant to work with the school SENCo as part of a professional team in supporting excellent provision for pupils with SEND. As part of this role, the SEND Assistant will support the SENCo in carrying out a wide range of operational tasks involved in the SEND Department.

**Key Responsibilities – SEND Assistant**

**Assess**

* To carry out relevant assessments and screening tools like dyslexia portfolio, GL Rapid Dyslexia, dyscalculia, TAPS, TVPS, Speech and Language Link, Boxall profile, in order to establish pupils needs. Circulate results to appropriate parties.

Liaison with other agencies:

* Under the direction of the SENCo, collate and prepare information related to assessments, referrals to other agencies. Including: OT, School Nursing, Speech and Language and other such agencies.
* Send out information to external agencies using encryption and/or other level of protection in line with the GDPR legislation.
* Keep track of the progress of processes and chase agencies and school staff to ensure timely responses.
* Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher to support achievement and progress of the students.
* Support parents to complete paperwork in relation to outside agency referral.

**Plan**

* Liaise with and facilitate outside agency visits – booking them in with class teacher and SENCo, ensuring the relevant information is available.
* Ensure provision maps are shared with relevant parties – class teachers, parents etc.

**Do**

* Carry out general administration duties that support the teaching and learning of SEN students and support the strategic work of the SENCo. This includes maintaining filing system, produce and distribute resources, templates, electronically and/or paper based, as and when necessary.
* Supporting teachers with software used in the department, for example, Edukey, Widget, GL Ready etc.
* Interact with, and support students, through planned interventions, according to individual educational needs.
* Develop positive working relationships with SEN students understanding their needs.

**Review**

* Provide administrative support for Annual Reviews and provision review meetings. This includes preparing paperwork for Provision/ Annual review meetings as well as sending out invitations using the available latest technology for virtual meetings.
* Manage the school’s Provision Mapping software on Edukey as a record of pupil support termly and feedback to the SENCo, ensuring staff have completed reviews and target setting in a timely manner.

**Requirements**

Good ICT skills.

Ability to exchange information both verbally and in writing with staff and parents.

Good working knowledge of relevant policies and good practice related to SEND.

**Other professional responsibilities**

* Contribute to the overall ethos, aims and work of the school.
* Be aware of, uphold and contribute towards the development of the school policies and procedures, especially:
1. Health & Safety
2. Curriculum
3. SEND
4. Equal Opportunities
5. Safeguarding
6. Confidentiality
7. GDPR
* Take an active part in appraising own work against agreed priorities and targets in accordance with the school’s performance management and supervision arrangements.
* Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.
* To follow the school’s policy and procedure for Child Protection and Safeguarding, reporting any concerns immediately to the Designated Safeguarding Leads (DSL).

This job description may be amended at any time after discussion with you but will be reviewed annually through the Performance Management process.

Signed ……………………………………………

Name (printed)……………………………….. Date: ……………………………………………….